



Safety and Environmental Management

Space and Naval Warfare Systems Center

San Diego

2003

EMERGENCY INFORMATION

TO REPORT EMERGENCIES



FIRE.....
MEDICAL.....
SECURITY.....
HAZMAT.....



DIAL 9911
for COMNAV Region
Southwest (CNRSW)
Dispatch



WHEN CALLING

1. Give your name and phone number.
2. Give your command, building, and room number.
3. Describe the best way to enter Point Loma (Rosecrans Street or Catalina Boulevard) or the Old Town Campus (Pacific Highway).
4. Describe the emergency clearly and accurately.
5. **DON'T HANG UP!** Let the dispatcher end the conversation; other information may be needed.
6. After reporting via 9911, notify SSC San Diego Safety by calling 35024. After hours, call the Command Duty Officer (CDO) at 34621 instead.
7. NOTE: Cell phones must dial 911 and request CNRSW Dispatch.



TO REPORT EMERGENCIES

EVACUATION



SOME EMERGENCIES MAY REQUIRE EVACUATION OF THE BUILDING

In this event:

- 1. Verbal notice or your building alarm systems will sound the evacuation.**
- 2. Seek out and assist disabled persons in the area.**
- 3. If time permits, turn off the power to electrical equipment. Secure sensitive materials. Close but do not lock windows. Close but do not lock doors unless specifically required to do so. Take your car keys and personal belongings.**
- 4. Do not use elevators.**
- 5. Go to the area muster site. Remain calm and orderly. Move quickly and safely. Report to a supervisor and get on their roll call list. Keep roadways and walkways clear for emergency vehicles.**
- 6. Follow instructions from emergency personnel.**
- 7. DO NOT RE-ENTER THE BUILDING unless permitted by emergency personnel.**



EVACUATION

SHELTER-IN-PLACE



SOME EMERGENCIES MAY REQUIRE SHELTERING-IN-PLACE

In this event:

1. Verbal notice indicates action to be taken. Cease business-as-usual. Avoid activating fire alarms.
2. Close exterior doors and windows. If directed, turn off fans, heating, and air conditioning systems.
3. Ask visitors/contractors to stay in the building. Ask them to call their emergency contact to report their status.
4. Report to a supervisor and get on a roll call list.
5. If needed, relocate to an inner room above ground level. Avoid overcrowding and have room for everyone to sit.
6. Monitor available forms of communication and follow instructions.
7. WAIT FOR INSTRUCTIONS. DO NOT EXIT THE BUILDING unless directed by emergency personnel.



SHELTER-IN-PLACE

BOMB THREATS/SUSPICIOUS ACTIVITIES



CONTACT CNRSW DISPATCH at 9911

BOMB THREATS – Record critical information on form OPNAV 5527-8, Telephonic Threat Complaint, shown on back of pamphlet.



DISCOVERY/SUSPICION OF A BOMB – Evacuate and immediately notify CNRSW Dispatch at 9911. After hours, notify the CDO at 34621, too.



TERRORIST ACTIVITIES/SUSPICIOUS ACTIVITIES

1. Report any information to CNRSW Dispatch at 9911.
2. Do not attempt to investigate or control the situation.



"SECURITY IS EVERYONE'S BUSINESS"



BOMB THREATS/SUSPICIOUS ACTIVITIES

EARTHQUAKE



BEFORE AN EARTHQUAKE

1. Store heavy objects near the ground or floor.
2. Secure tall objects, like bookcases, to the wall.
3. Secure gas appliances to prevent broken gas lines and fires.
4. Learn local exits, evacuation routes, and muster areas.
5. Keep emergency items, such as a flashlight, first aid kit, water, boots, and spare clothes, in your car or office.



DURING AN EARTHQUAKE

1. If indoors, stay in the building.
2. Take shelter under tables, desks, or in doorways.
3. Keep away from overhead fixtures, windows, filing cabinets, and bookcases.
4. If outside, stay outside. Move to an open area away from buildings, trees, power lines, and roadways.
5. If driving – STOP, but stay in the vehicle. Do not stop under trees, lightposts, electrical power lines, or sign posts.
6. Assist disabled persons in the area and find a safe place for them.



AFTER AN EARTHQUAKE

1. Check for injuries. Give or seek first aid.
2. Look for safety hazards from fire, electrical systems, gas leaks, broken water pipes, and glass.
3. Do not use telephones and roadways unless necessary, so they can be ready for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm, and help clean up.
6. Evacuate as instructed; assist disabled and injured.



EARTHQUAKE

FIRE



KNOW THE LOCATION OF FIRE EXTINGUISHERS IN YOUR AREA AND HOW TO USE THEM

1. Pull emergency alarm and give verbal alarms.
2. Report fire to the CNRSW Dispatch by calling 9911 and to the Safety Office by calling 35024.
3. If the fire is small, direct the charge of a fire extinguisher at the base of the flames.
4. For larger fires, evacuate the building, alerting people as you go. Seek out and assist disabled persons in the area.
5. Make sure all doors leading to the main hallways are closed to prevent further spread of the fire. **DO NOT** lock doors.
6. Once outside, move to an open area at least 20 yards from the building. Avoid inner courtyards. Keep roadways clear for emergency vehicles.
7. Follow instructions from emergency personnel.
8. Notify Fire Prevention, calling 77262 through 77278 until successful, about any fire extinguisher that has been discharged or tampered with.



**IF SOMEONE'S CLOTHING IS ON FIRE:
DROP THE PERSON TO THE FLOOR AND ROLL. SMOTHER
THE FIRE WITH A BLANKET, RUG, OR HEAVY COAT. CALL
FOR HELP. ADMINISTER FIRST AID.**



FIRE

POWER OUTAGE



1. Turn off or unplug electrical equipment that may be a hazard if unattended when power resumes.



2. Phone CNRSW Dispatch at 9911(OT28) or the SSC San Diego Trouble Desk at 33830 (Bldg 341 Topside), or deliver a message if telephones are not working properly. Trouble desk calls the PWC utilities duty desk at 67349.



3. Laboratory personnel must secure experiments or activities that may present a danger with the electrical power off or when power is restored unexpectedly. If securing is not possible, evacuation may be required until control is obtained.



4. When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, evacuation may be required until control is obtained.



5. DOWN ELECTRICAL LINES. Alert CNRSW Dispatch at 9911 and the SSC San Diego Trouble Desk at 33830. Secure access to the area. No attempt should be made to secure power or move electrical lines unless absolutely necessary. Wait for emergency personnel.



6. ELECTRICAL MALFUNCTIONS. Report malfunctions to your supervisor and the Trouble Desk, and 9911 if necessary.



POWER OUTAGE

HAZARDOUS SUBSTANCE SPILLS




IN CASE OF A HAZARDOUS SUBSTANCE SPILL

IMMEDIATELY REPORT SPILL

CNRSW Dispatch	9911
SSC San Diego Emergency Coordinator (at Safety and Environmental Office)	35024
Command Duty Officer (after hours)	34621



PROVIDE THE FOLLOWING INFORMATION:

- 
1. Your name and telephone number
 2. Location of the spill (Building #)
 3. Date and time the spill occurred
 4. Type of incident – fire, chemical release, etc.
 5. Material spilled
 6. Characteristic of material (ignitable, corrosive, reactive, toxic)
 7. Quantity spilled Actual _____ Estimate _____
 8. Source of spill (e.g., drum, cylinder, can, or bottle)
 9. Cause of spill
 10. Anticipated movement of spill and actions being taken
 11. Possible hazards to human health or the environment
 12. Extent of injuries, if any



IF IN DANGER, EVACUATE THE AREA OF ALL PERSONNEL.



**WEAR PERSONAL PROTECTIVE EQUIPMENT AND
CONTAIN THE SPILL, IF SAFE.**

**IF OFF-CENTER EMERGENCY RESPONSE AGENCIES ARE
REQUIRED, THOSE PERSONNEL WILL BE REQUESTED BY
THE CNRSW DISPATCH.**



HAZARDOUS SUBSTANCE SPILLS

EVACUATION OF DISABLED PERSONS



VISUALLY IMPAIRED PERSONS

In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her (this is the preferred method when acting as a "sighted guide").



HEARING IMPAIRED PERSONS

Two methods of warning are:

1. Writing a note telling what the emergency is and the nearest evacuation route. For example: "Fire – out rear door to the right and down. Now!"
2. Turning the light switch on and off to gain attention, then indicating through gestures what is happening and what to do.



PERSONS USING CRUTCHES, CANES, OR WALKERS

Carrying options include using a two-person locked-arm position or having the person sit in a sturdy chair, preferably one with arms. (Don't force your assistance.) Emergency evacuation chairs are available in some buildings. (Check your area.)



NON-AMBULATORY PERSONS (in wheelchairs)

There are many considerations when moving a person in a wheelchair. Some of the movable parts in wheelchairs are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their well being. Always consult with the person in the chair regarding:

1. The number of people necessary for assistance.
2. Ways of being removed from the wheelchair.
3. Whether a seat cushion is necessary if the person is removed from the chair.
4. Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, spasticity, braces, etc.
5. Being carried forward or backward on a flight of stairs.
6. The type of assistance necessary after evacuation.



EVACUATION OF DISABLED PERSONS

FIRST AID



IN THE EVENT OF A LIFE-THREATENING MEDICAL EMERGENCY, CALL 9911, CNRSW DISPATCH

Check for Medical Alert Identification with instructions.

Give appropriate first aid until assistance arrives.

DO NOT MOVE THE VICTIM UNLESS ABSOLUTELY NECESSARY.



FAINTING and UNCONSCIOUSNESS

1. If conscious, have victim sit with head between knees or lie down.
2. If unconscious, check for breathing. If breathing, place victim on side. If not breathing, provide mouth to mouth resuscitation.



CARDIOPULMONARY RESUSCITATION

Place victim on back.

DETERMINE RESPONSIVENESS

- YES: Keep responsive, wait for help.
NO: Open airway, head tilt, chin lift.

CHECK FOR BREATHING

Look: for rise and fall of chest
Listen: for exhaled air

Feel: warmth of air on cheek

YES: Maintain airway, monitor breathing

NO: Rescue breathing. Seal mouth with yours, pinch victim's nose, give 2 slow full breaths



CHECK FOR CIRCULATION

2 fingers over carotid artery
Check pulse up to 10 seconds

YES: Resume rescue breathing
1 breath every 5 seconds
Monitor pulse frequently

NO: Begin chest compressions
Locate proper hand position
Lower half of sternum
2 hands – 1 1/2 to 2" deep
15 compressions at the rate of 80 to 100/min
2 breaths – continue for 1 minute



RECHECK PULSE -

IF NO PULSE, CONTINUE UNTIL HELP ARRIVES.

SEVERE BLEEDING and WOUNDS

1. Apply direct pressure on wound with clean cloth or hand.
2. Apply firm, steady direct pressure for 5 to 15 minutes. Most bleeding will stop within a few minutes.
3. If bleeding is from a foot, hand, leg, or arm, use gravity to help slow the flow of blood. If there are no broken bones, elevate the limb so that it is above the victim's heart.

BURNS

1. Immerse minor burn in cool water.
2. Flood chemical burn with cool water for at least 20 minutes.
3. Cover burn with dry bandage, clean sheets, or clean handkerchief.

SEIZURE

1. Call for medical help at once.
2. Let the seizure run its course.
3. DO NOT attempt to force anything into the victim's mouth.
4. There is little you can do to stop seizure.
5. Help victim lie down and keep from falling and injuring self.
6. Loosen restrictive clothing.
7. DO NOT use force or attempt to restrain a seizure victim.
8. Provide opportunity to rest after seizure.

POISONING – CALL 9911, CNRSW Dispatch

1. Call Poison Control Center for instructions if necessary.
1-800-876-4766

LEARN FIRST AID AND CPR BEFORE AN EMERGENCY OCCURS.

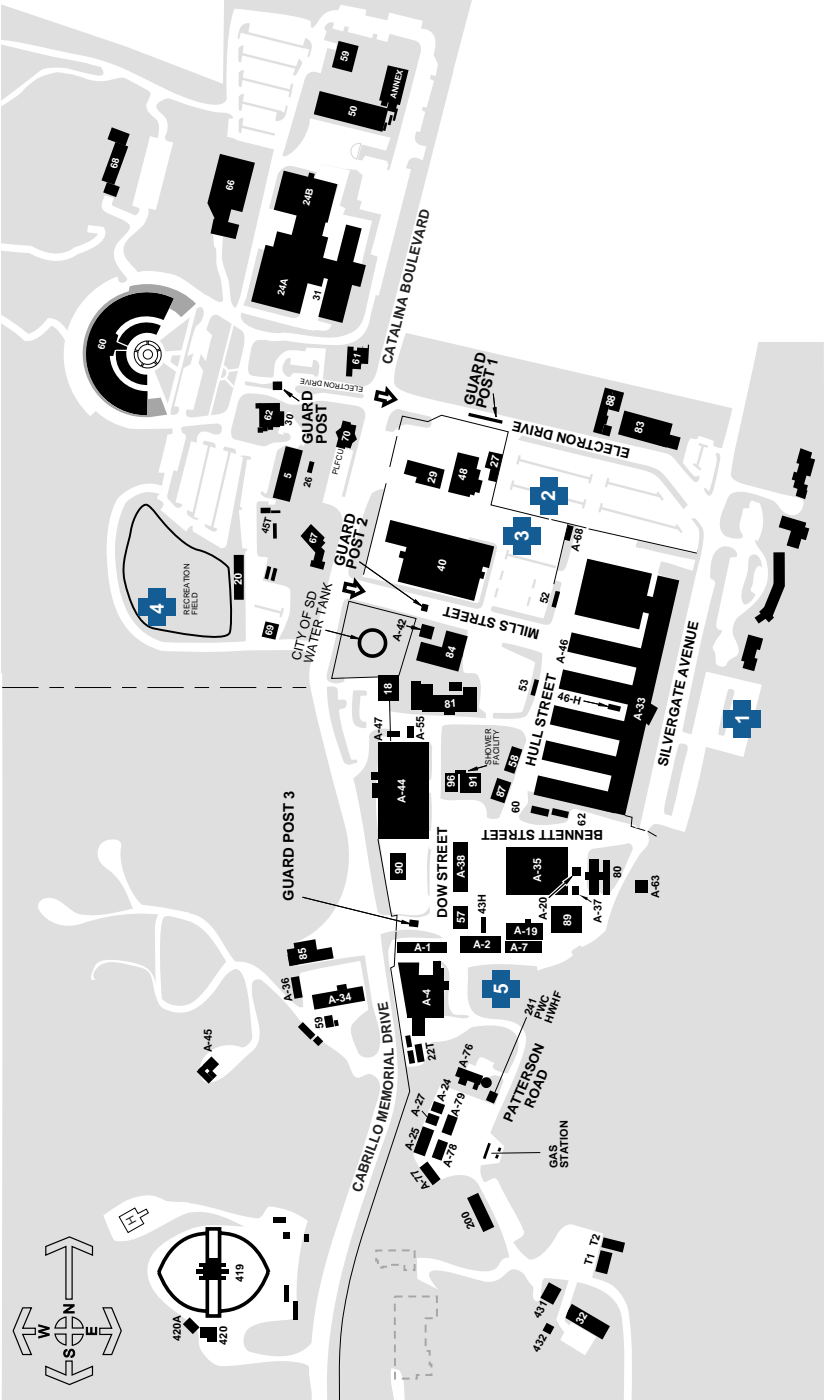


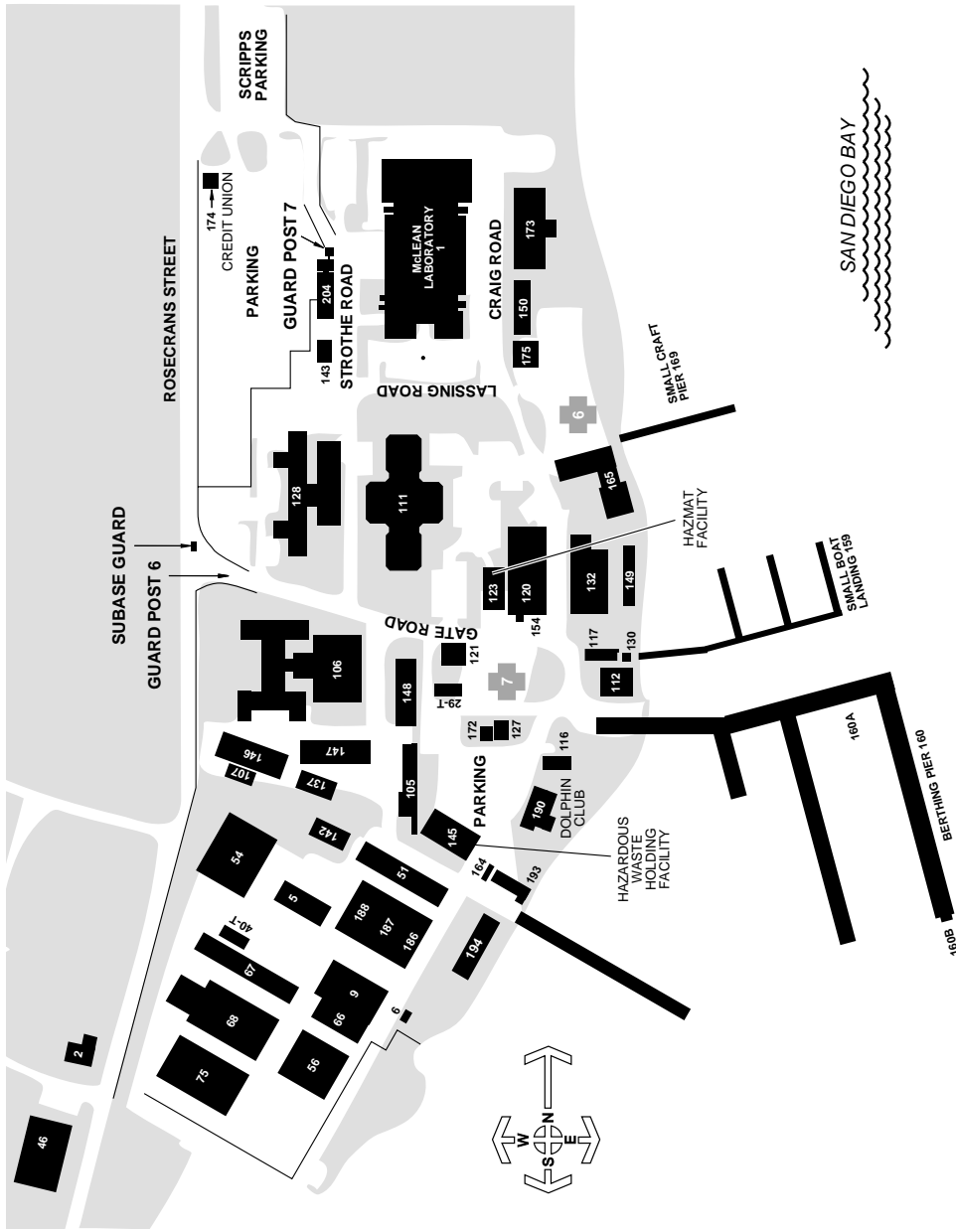
FIRST AID

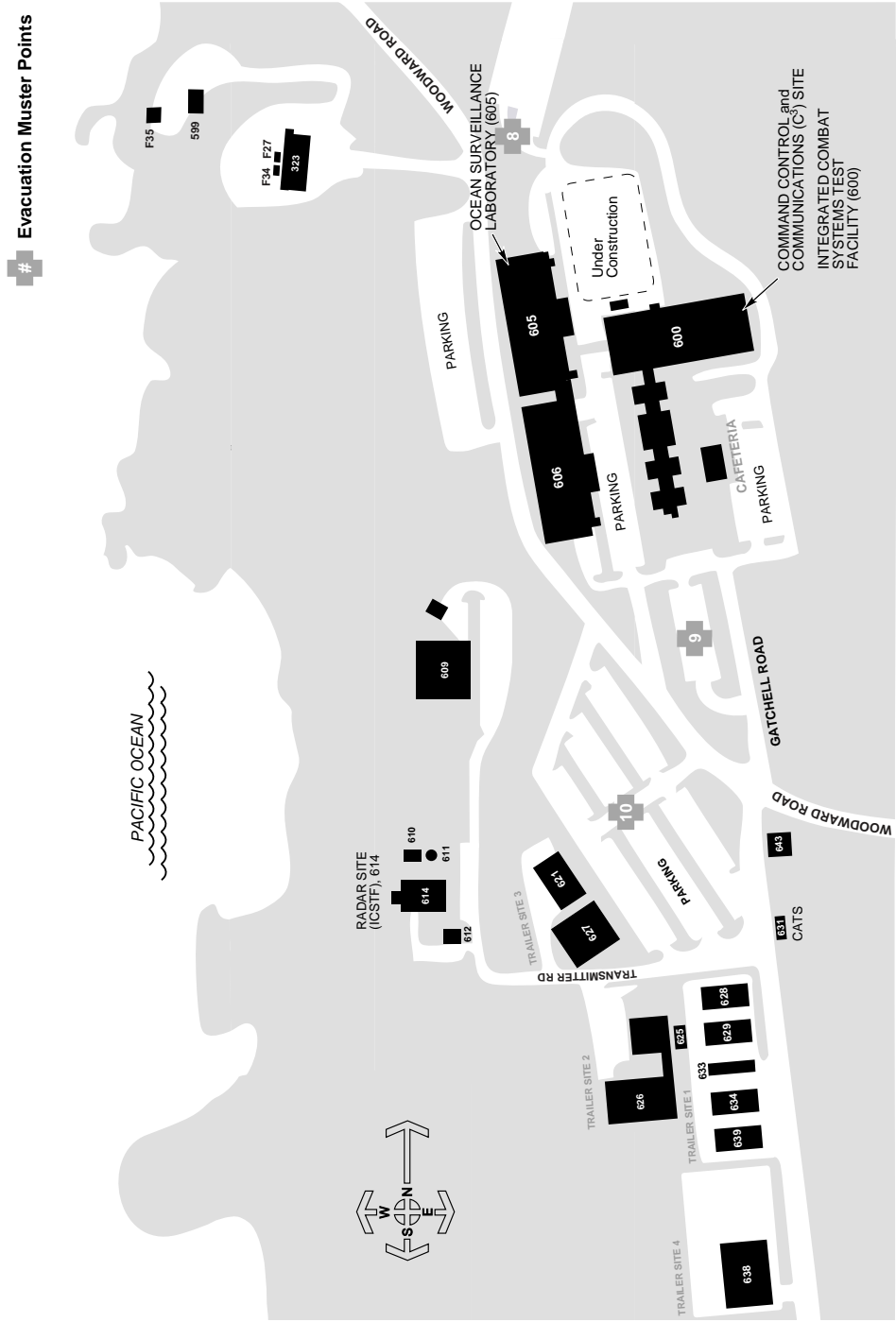
POINT LOMA



Evacuation Muster Points

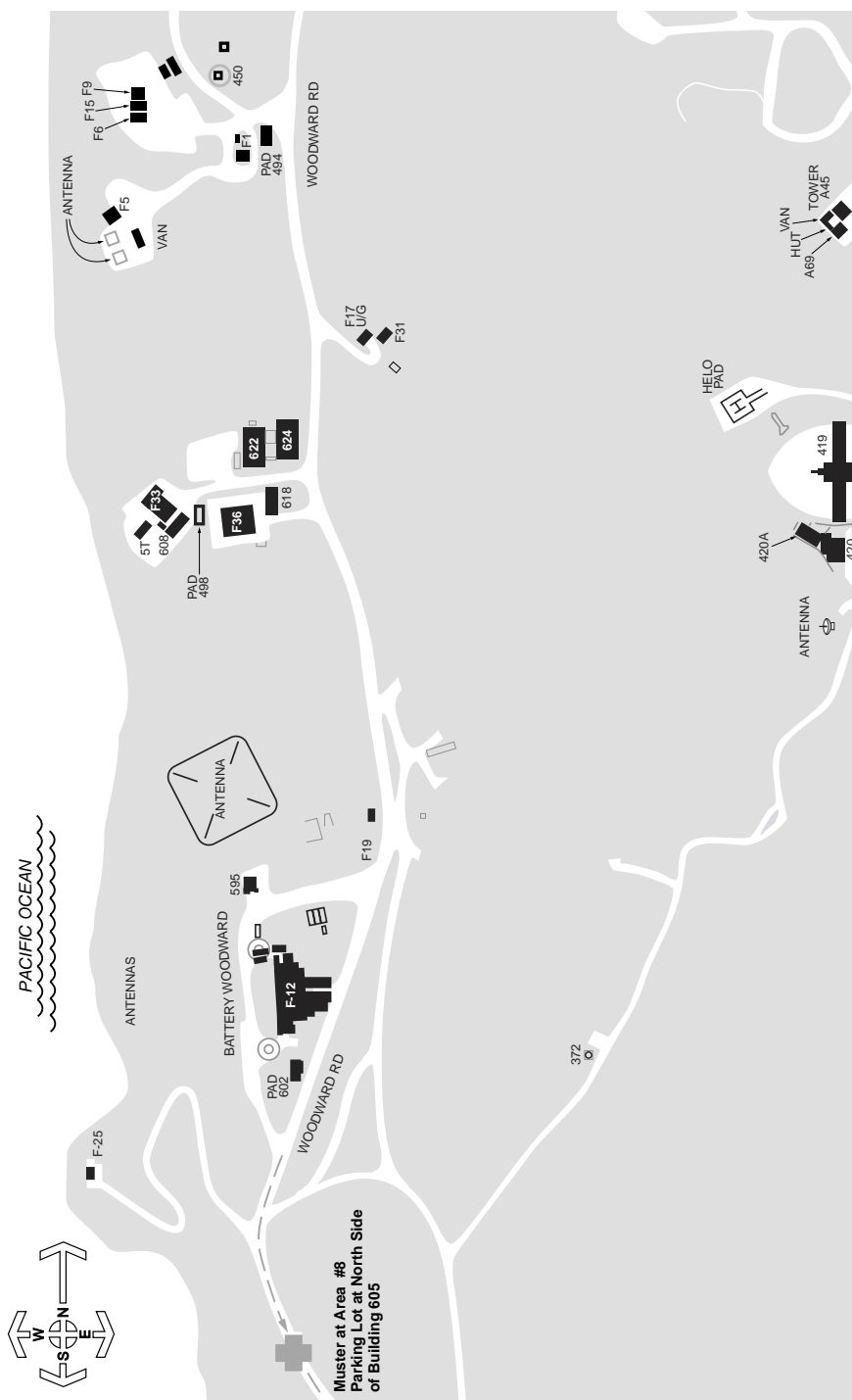






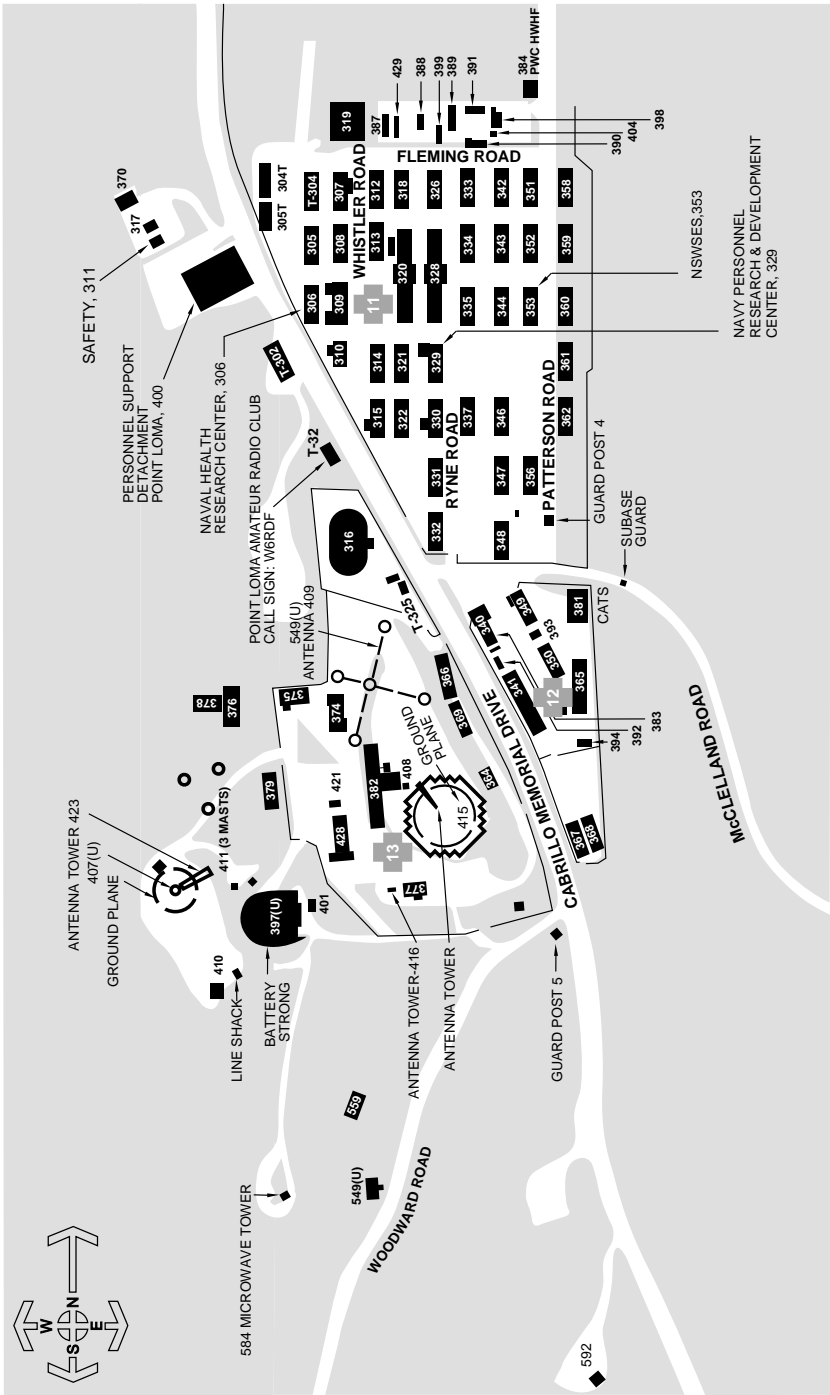
MAPS

SEASIDE NORTH

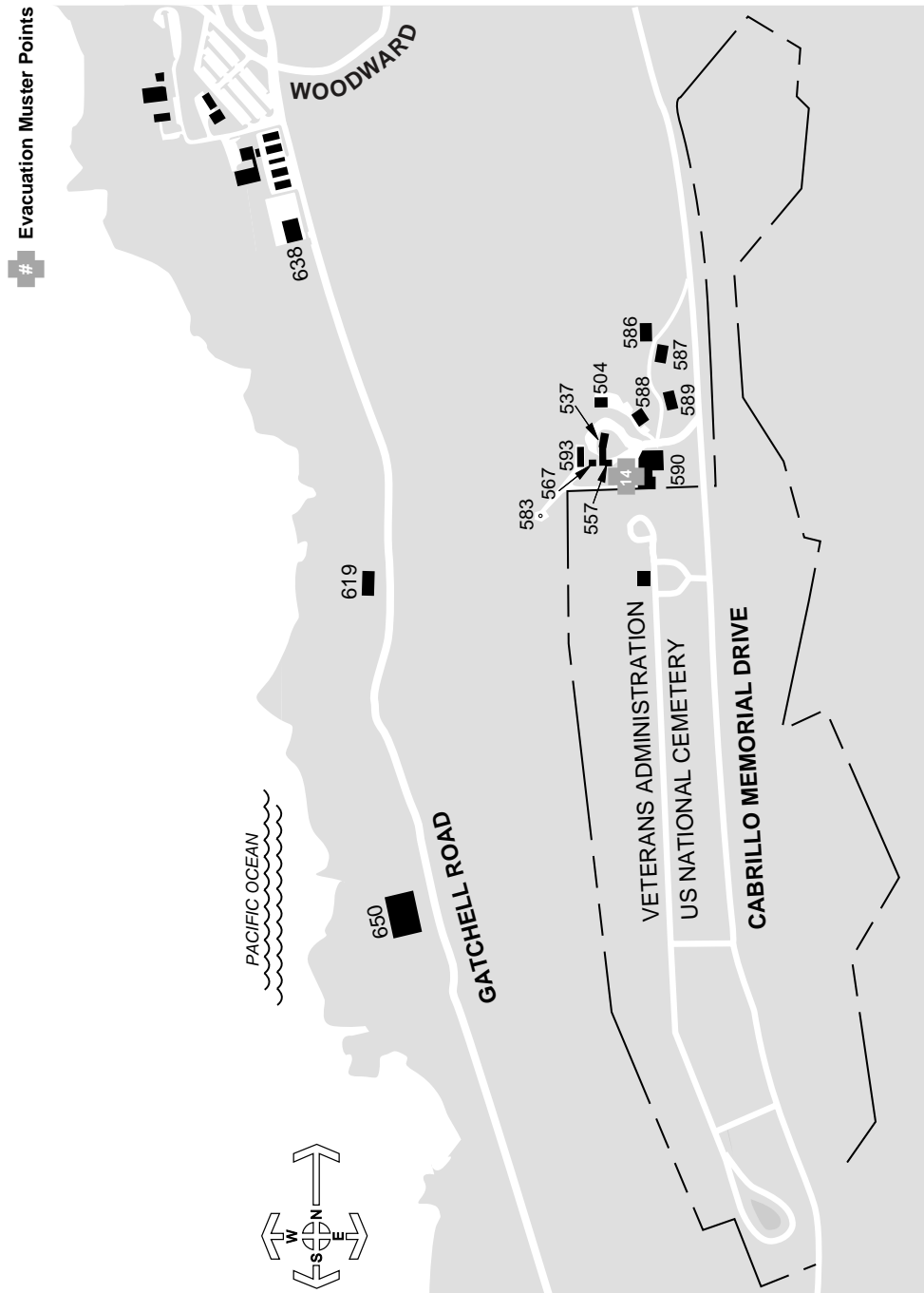


BARRACKS / MODEL RANGE

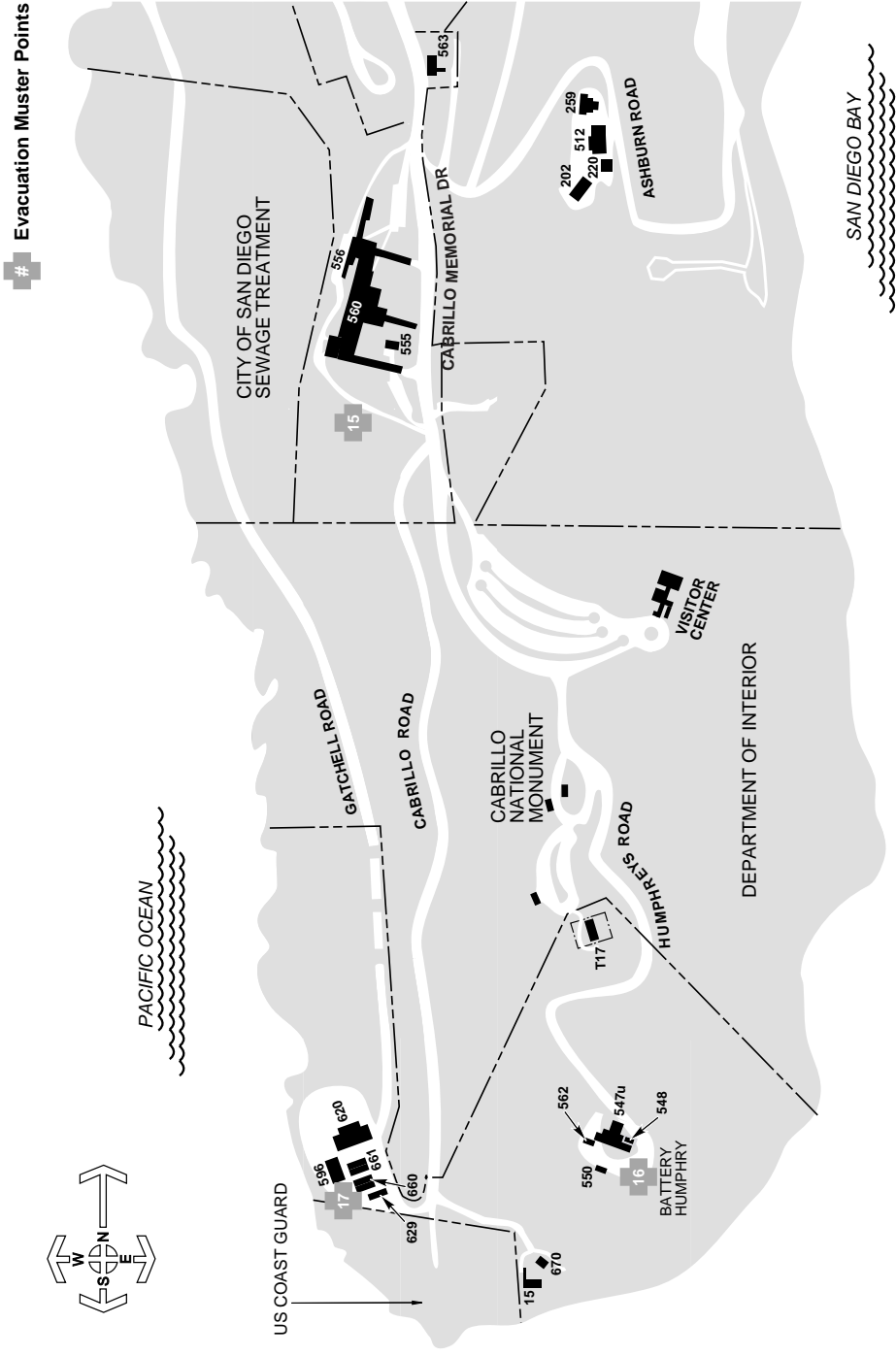
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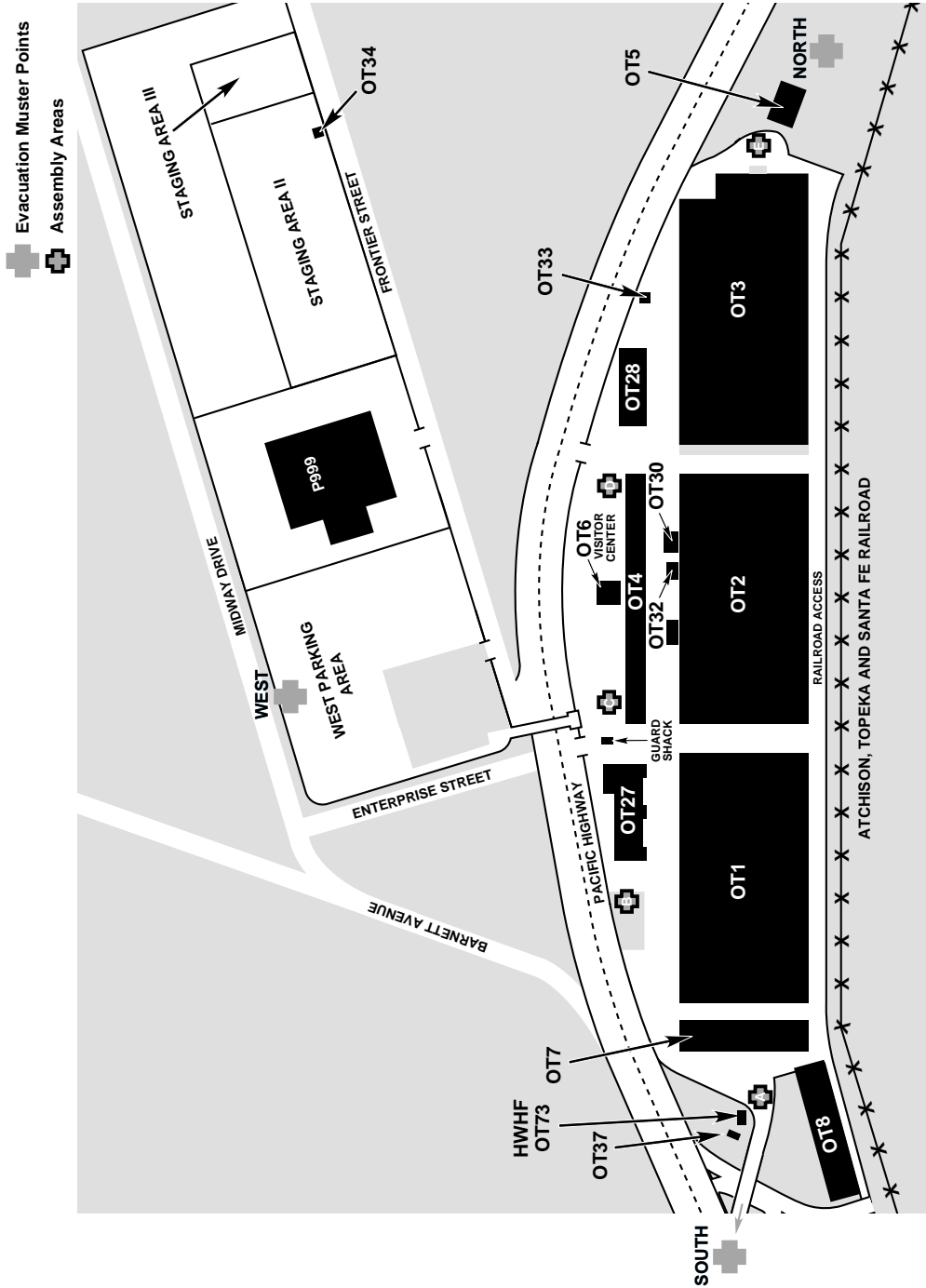
CLIFFSIDE



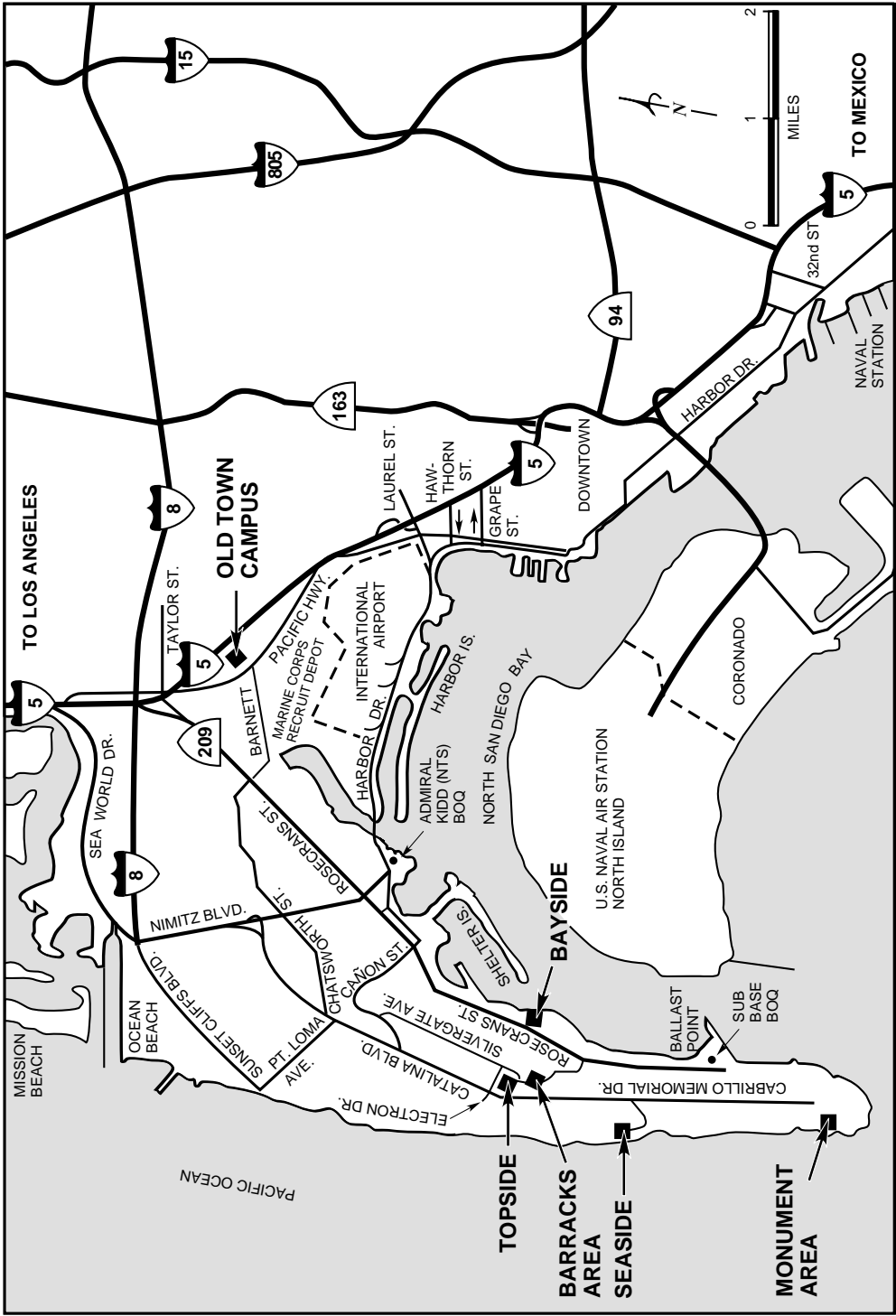
MONUMENT AREA



OLD TOWN CAMPUS



SPAWAR Systems Center, San Diego



MAPS

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DEPARTMENT OF THE NAVY TELEPHONIC THREAT COMPLAINT		IF BOMB THREAT, ASK THE CALLER <ul style="list-style-type: none">• WHEN IS THE BOMB TO GO OFF?• WHERE IS THE BOMB TO GO OFF?• WHAT KIND OF BOMB IS IT?• WHAT DOES THE BOMB LOOK LIKE?• WHERE ARE YOU CALLING FROM?	
1. COMMAND			
a. Name & Address		b. Phone Number	
2. COMPLAINANT			
a. Name			
3. PERSON RECEIVING CALL			
a. Name		b. Date & Place of Birth	
c. Command Name & Address		d. Phone Number (Work) (Home)	
4. TELEPHONE CALL RECEIVED ON			
a. Phone Number (include area code)		b. Location	
c. Phone Number Listed in ("x" all that apply) <input type="checkbox"/> Unlisted <input type="checkbox"/> Other (list) <input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory			
5. DETAILS OF CALL			
a. Date		b. Day of Week	
		c. Time	
6. CONTEXT OF CONVERSATION			
a. Recipient – "			
b. Caller – "			
c. Recipient – "			
d. Caller – "			
e. Recipient – "			
f. Caller – "			
7. BACKGROUND NOISES (Describe street sounds, voices, music, etc. If more space is needed continue on reverse.)			
8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS			
a. Sex		b. Age	
		c. Race	
		d. Accent	
e. Educational Level		f. Attitude (calm, nervous, serious)	
g. Other			
9. WERE THERE ANY WITNESSES TO THE CALL? <input type="checkbox"/> No <input type="checkbox"/> Yes (List name)		10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER? <input type="checkbox"/> No <input type="checkbox"/> Yes (List name)	
11. NOTIFICATION OF AUTHORITY ("x" all notified)			
<input type="checkbox"/> CO <input type="checkbox"/> XO <input type="checkbox"/> OCD <input type="checkbox"/> Security <input type="checkbox"/> NISRA <input type="checkbox"/> Telephone Company <input type="checkbox"/> EOD <input type="checkbox"/> Fire Dept			
OPNAV 5527-8 : 12-82		SN 0107-LF-055-2740	

